



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

January 30, 2002

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-40**

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Mandatory Direct Deposit – Notice of Intent

In accordance with LA Revised Statute 39:247, the Office of the Governor, Division of Administration, Office of State Uniform Payroll (OSUP) is proposing to adopt a rule governing direct deposit of employee pay. The Notice of Intent to adopt the proposed rule was published in the January 20, 2002 edition of the Louisiana Register. **The final rule is scheduled to be effective July 1, 2002.** The purpose of the rule is to set requirements for employees paid through the statewide ISIS Human Resource System (ISIS HR) for direct deposit of employee pay, to establish waivers (exceptions to the rule), and to establish guidelines for enforcement of the rule.

**Beginning July 1, 2002, all employees hired by an agency which pays employees through ISIS HR are required to receive wage and compensation payments via direct deposit through the Automated Clearing House (ACH).** Direct deposit of pay must be considered a condition of employment, and agencies shall not submit job offers to prospective employees who are not willing to receive their wage and compensation payments via direct deposit. Payroll checks will not be produced for employees who have not complied with the provisions of this rule. Wage and compensation payments will be suspended and placed in a suspense holding account until such time that the employee completes an approved direct deposit enrollment authorization form and forwards the form to the Employee Administration office of the employing agency. **Agency personnel must refer to page 174 of the January 20, 2002 edition of the Louisiana Register (<http://www.state.la.us/osr/reg/regs2002.htm>) for specific details on department/agency responsibility in regards to the proposed rule.**

To assist agencies in notifying employees of this new rule, OSUP has developed the attached memorandum which can be distributed to employees. Any comments regarding the contents of the proposed rule may be submitted in writing to the Office of State Uniform Payroll, Attention: Jena Cary, at P.O. Box 94095, Baton Rouge, LA 70804-9095. All comments must be received no later than 5:00 p.m., March 20, 2002.

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**Questions from agency Employee Administration offices (not employees)** should be directed to a member of the OSUP Benefits & Financial Administration Unit at (225):

Paula Rotolo	342-5377	Christi Sanchez	342-5345
Penny Jones	342-5354	Angel Vernon	342-5344
Orneatha Wright	342-5357		

JWC:SKG/kmb

[Attachment](#)

## MEMORANDUM

TO: All State Employees of ISIS HR Paid Agencies

SUBJECT: New Mandatory Direct Deposit Rule

In accordance with LA Revised Statute 39:247, the Office of the Governor, Division of Administration, Office of State Uniform Payroll is proposing to adopt a rule governing direct deposit of employee pay. The Notice of Intent to adopt the proposed rule was published in the January 20, 2002 edition of the Louisiana Register. **The final rule is scheduled to be effective July 1, 2002.** The proposed rule is available at the State Register's Office or from their web site (<http://www.state.la.us/osr/reg/regs2002.htm>).

All employees hired by an agency which pays employees through the ISIS Human Resource System are required to receive wage and compensation payments via direct deposit. Direct deposit of pay will be considered a condition of employment, and agencies will not submit job offers to prospective employees who are not willing to receive their wage and compensation payments via direct deposit. Payroll checks will not be produced for employees who have not complied with the provisions of this rule. Wage and compensation payments will be held in a holding account until such time that the employee completes an approved direct deposit enrollment authorization form and forwards the form to the Employee Administration office of the employing agency.

Any comments regarding the contents of the proposed rule may be submitted in writing to the Director of the Office of State Uniform Payroll at P.O. Box 94095, Baton Rouge, LA 70804-9095. All comments must be received no later than 5:00 p.m., March 20, 2002.